

The

INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



March Disability Awareness Month 2005

The Indiana Governor's Council for People with Disabilities has launched a new Disability Awareness Month campaign focusing on inclusion for people with disabilities in all aspects of community life. The Disability Awareness Month 2005 theme is, "Mix it up." This year's poster features a photo of four children, including a child with Down Syndrome, selling lemonade from a homemade lemonade stand. The text reminds both children and adults that "friends make everything sweeter" and encourages disability awareness and inclusion.



Unfortunately, children and adults with disabilities are often excluded. When we exclude anyone, valuable talents and skills are lost. True inclusion means looking past the disability and accepting people as they are. Remember, people with disabilities are people first; their disabilities come second.

Now is the time to remove the barriers that prevent full inclusion in today's society. The Indiana Governor's Council for People with Disabilities challenges you to join other disability advocates across the state in celebrating Disability Awareness Month, by

raising awareness and understanding of disability issues within your respective agencies. You never know when you might meet a friend for life.

If you would like to obtain complimentary campaign materials, including the poster, bookmark, or an informational

packet, contact Kim Dennison at Borshoff Johnson Matthews, 47 S. Pennsylvania St., Suite 500, Indianapolis, IN 46204; (317) 631-6400 (voice); (317) 631-6499 (fax); or kdennison@bjmpr.com (e-mail). Order forms are also available online at www.in.gov/gpcpd.

Apply On Time for Financial Aid from the State Student Assistance Commission

March 10, 2005 FAFSA Receipt Date Deadline



Whether you file by mail or on-line (www.fafsa.ed.gov), your 2005-2006 Free Application for Federal Student Aid (FAFSA) must be RECEIVED by the Federal Processor on or before March 10, 2005 to be considered for The Frank O'Bannon Grant, The Twenty-first Century Scholars Scholarship, and The National Guard Supplemental Grant

State Student Assistance Commission of Indiana (SSACI)
<http://www.ssaci.IN.gov>

PERF At A Glance Simplifies Retirement Fund Information

A simplified summary called *PERF At A Glance* has been posted to the PERF website at www.perf.in.gov, along with a complete copy of the 2004 Member Handbook. Both give members and employers an explanation of the two parts of the contributions and benefits included in the Public Employees' Retirement Fund.

PERF At A Glance answers most of the questions frequently asked by new members and those early in the process of planning for their retirement. Members who are closer to retirement and employers who are responsible for explaining PERF in detail should access the complete Member Handbook.

Both documents can be printed directly from the website. If you prefer a printed copy, or if you have any questions about PERF, please contact a customer service representative at 1-888-526-1687.

Exercise Your Power of Suggestion!

How to Submit an Employee Suggestion in Six Easy Steps:



LOOK AROUND...

Just because it has always been done one way doesn't mean it can't be improved.



THE PROBLEMS...

Examine procedures and equipment-Get the facts-Divide the BIG problem into smaller ones-solve the small ones.



CHALLENGE DETAILS

ASK WHY, WHAT, WHERE, AND HOW. CAN METHODS AND MATERIALS BE COMBINED CHANGED OR ELIMINATED?



NEW IDEAS

This is what it is all about! What is it that needs changing? How do you suggest it be accomplished?



REFINE YOUR IDEA

Develop and perfect your idea until it satisfies you. Your best answer can be a basis for further improvement by others.

DON'T SIT ON IT!

SUBMIT YOUR SUGGESTION ON THE PROPER FORM AND SIGN IT! MAKE IT CLEAR AND SIMPLE FOR SPEEDY EVALUATION-GOOD LUCK!



For information on the State Employee Suggestion Program, or to submit a suggestion on-line, visit www.in.gov/jobs/employees.

State Employee Nights with the Pacers



State Employee Nights with the Pacers are as follows:

March 18, 2005 - Pacers vs. L. A. Lakers (Event #993)

April 10, 2005 - Pacers vs. New York Knicks (Event #994)

1. Log onto www.ConsecoFieldhouse.com/group.
2. Sign in (at the top of the page).
3. Click on the Indiana State Employee Night of your choice (State Employee Nights and Event numbers are listed above).
4. Enter the State Employee ID (INSE).
5. Select your ticket price and quantity, and then follow the prompts.
6. Fill out the purchase information.
7. If you have any special requests (such as aisle or wheelchair seats), indicate this in the comments section.

NOTE If you do not have internet access, you are able to purchase tickets over the phone. Please call Tammy Bush at (317) 917-2824 ONLY IF YOU DO NOT HAVE ACCESS TO THE INTERNET.

Tickets Available for Reggie Miller's Last Game

As many of you have heard, REGGIE MILLER has decided to retire at the end of this season. His last regular season home game will be April 20, 2005 against the Chicago Bulls. The Pacers are offering a special CLOSING NIGHT MODULE for all state employees. If you would like to take advantage of this, please follow the instructions above. The event number is #1177 (CLOSING NIGHT SPECIAL), and the State Employee ID is CNS1. Tickets are available on a first come, first served basis. Act fast... these tickets won't last long!

Get Movies for a Buck at Hollywood Bar and Filmworks

With your Movies for a Buck Card you get....

Movies for \$1 each for you and 3 guests,

Sunday through Thursday, for the entire year!

To receive an application for the "Movies for a Buck" card, contact your Human Resources Office or email Kristin Brown at KrBrown@spd.IN.gov.

Living Healthy, Working Well: Making Positive Choices In The Midst Of Change

The event + the choices you make = the outcome. Possibly a simplistic equation, but the truth is events don't make us do things. Tornado alerts don't make us run to the basement. It's our choice. In fact, a meteorologist may choose to run outside to get a better look at the twister.

Learn where to take control and where to let go.

Sometimes we try to exert our influence in situations in which we have no control. Other times we don't take a stand or make a choice when we have the ability to. You can be angry that it's raining (there's no controlling the weather) and angry that you're getting wet (your suit is getting ruined!), or you can choose to use an umbrella. Take control and make choices where you can, let go where you can't and take control of you.

Resist "Victim Thinking."

- Victim at sea in a storm proclaims his or her choice, "I'm going to drown."
- A Survivor at sea in a storm says, "I don't know how, but somehow I'll survive." The Survivor has hope, but has left his or her fate in the hands of someone else.
- A Navigator at sea in a storm says, "I'm not in charge of the sea or the storm. But I am in charge of my boat. I know what I need to do." A Navigator has hope and a plan.

Positive thinking will steer you in the right direction.

Positive self-talk is a great way to sort through feelings and make honest statements to yourself about the change you are going

through. It can also help you break through disabling negativity and doubt to help you gain some control of the change you're going through. The following is an exercise that can help you become your own best navigator through change:

- Sometimes I find myself acting like a Victim. So I say to myself, "(your name), why are you acting like a victim?" I respond to myself, "I'm acting like a victim because there's no hope in this situation." I challenge myself, "Not even a possibility that something good can happen here?" "Oh, I suppose there is some chance something good will happen." "Good. You're a Survivor."
- Sometimes I find myself acting like a Survivor. I coach myself, "(your name), why are you acting like a survivor?" "I'm acting like a survivor because I will live with it and there isn't one thing I can do about it." I challenge, "You can't think of one thing you can do in this situation?" "Oh, I suppose I can think of one thing I can do." "Great! Now you are acting like a true Navigator!"

By using the simple equation above when faced with change, you'll be in control and well on your way to navigating to calmer waters.

Getting Help

If you need help dealing with change in your life, your E.A.S.Y. program can help. Counselors are available at 1-800-223-7723, 24 hours a day, seven days a week to provide confidential assistance to you. Additional information, self-help tools and other resources are available online at www.MagellanHealth.com.

Indiana State Compliance Conference "Save the Date"



Agency Heads, Human Resource Professionals, Affirmative Action and ADA Coordinators, Supervisors and Managers, mark your calendars. The Indiana State Personnel Department is sponsoring the ninth annual Indiana State Compliance Conference. This year's conference will be held in the Conference Center Auditorium, Indiana Government Center-South, on **June 2, 2005**.

Noted speakers will be discussing the latest developments in areas such as, Affirmative Action, Equal Employment Opportunity and the Americans with Disabilities Act. **Watch for further details.**

Happy St. Patrick's Day!!



Artwork provided by Jerry Williams, State Personnel Dept.

TRAINING PROGRAMS

April 2005

Date	Time	Class	Cost
5	9:00 - 3:00	CERT/Managing People**	\$25/program*
6	9:00 - 12:00	CERT/Selection & Interviewing**	\$25/program*
6	1:00 - 4:00	CERT/Sexual Harassment for Managers**	\$25/program*
7	9:00 - 12:00	Record Keeping Guidelines for Occupational Injuries and Illnesses (OSHA)	Free
12	9:00 - 4:00	CERT/Personnel Rules**	\$25/program*
13	9:00 - 1:00	CERT/Progressive Discipline**	\$25/program*
13	10:00 - 11:00	Ethics Orientation	Free
14	9:00 - 4:30	Situational Leadership**	\$50
14	10:00 - 11:30	Ethics for Supervisors/Managers	Free
19	9:00 - 3:30	CERT/Performance Appraisal**	\$25/program*
20	9:00 - 12:00	CERT/Administrative Investigations**	\$25/program*
21	10:30 - 12:00	PERF: Your Retirement Program	Free
21	1:00 - 3:30	Hoosier S.T.A.R.T. "Common Sense Investing"	Free
26	9:00 - 4:00	CERT/ABC's of Discrimination**	\$25/program*
27	9:00 - 1:00	CERT/Family Medical Leave**	\$25/program*

NOTE: All classes will be held in the State Training Center except where noted. *The Comprehensive Employee Relations Training (CERT) program has a fee of \$25.00 for each participant. The \$25.00 fee covers the 9 training sessions inclusive in the CERT program. CERT participants must commit to attend all 9 training sessions.

**These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

State Employee Discounts

ALL CURRENT DISCOUNT
INFORMATION CAN BE FOUND AT:
[http://www.IN.gov/jobs/special_projects/
discount.html](http://www.IN.gov/jobs/special_projects/discount.html)



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